



Indiana Department of Education

Glenda Ritz, NBCT

Indiana Superintendent of Public Instruction

Statewide Fire Drill for Schools

*Take advantage of this opportunity to review your safety plan and share it with your responding fire department.
Here are a few things to consider:*

Is it time to increase the complexity of the fire drill?

- Conduct a drill during a passing period, arrival and/or dismissal times.
- Send students to lunch 15 minutes early and perform a fire drill. If it is done before food is served you won't have to reserve food but it will help train your cafeteria workers on fire drill procedures.
- Put up a sign stating that an exit isn't available because there is a fire in the hallway. This will ensure staff and students know secondary evacuation routes.
- Pull students as they are exiting the building and see if the process for reporting missing students is functioning like it should.

When was the last time a staff member initiated the fire drill?

- Do they know where the nearest pull station is located?
- Do they know how to activate the pull station?
- Is there a substitute in your building? Have they received training on fire drill procedures? Have them activate the pull station.

When was the last time the responding fire department attended a fire drill in your school?

- Invite them to attend and provide feedback on fire drill procedures
- Review evacuation routes and collection points with your local fire department

Are the following being taken out of the building for every fire drill?

- Office staff should ensure that the visitor log and student sign-out sheets are available to account for everyone in the school
- Emergency medications (i.e. EpiPens, inhalers, insulin) for students should be portable so that they can be taken out during every drill. (Quickly placed in a duffle bag or on a rolling cart.)

Fire Drills Requirements

- A fire drill must be performed within the first 10 days of a new school year.
- Fire drills must be performed monthly per 511 IAC 6.1-2-1
- Schools may substitute a tornado drill or manmade drill for a fire drill twice per semester (but not in consecutive months) per IC 20-34-3-20

Contact the Division of School Building Physical Security and Safety at 317-232-6975 with questions

115 W. Washington Street ■ South Tower, Suite 600 ■ Indianapolis, Indiana 46204
317.232.6610 ■ www.doe.in.gov